

Letter/Newsletter to Families/Guardians Rubric

Elementary School Level

Please attach this rubric to your assignment when submitting it for a grade.

Name: _____

Your grade will be based on the following criteria:

_____ Inclusion of a salutation: Dear Parents/Guardians (1 point)

_____ Positive introduction: The first paragraph should introduce you and should welcome the student to your class. It may also include some highlights of the quarter/semester/year that you have planned. It should be stated very positively. (2 points)

_____ Inclusion of the following items (2 points each):

_____ Class Rules

_____ Limit Setting Consequences: Actions resulting from misbehavior

_____ Positive Consequences: "Rewards" for good behavior

_____ Parent, Guardian, and Student Signature Page

_____ Your contact information. Provide school phone number and email. You may use a bogus number and email address.

_____ Positive conclusion: End the letter/newsletter on a positive note.

_____ Conclusion consisting of a complimentary closing, signature, and typed name (1 point)

Sincerely,

John Goodteacher

John Goodteacher

_____ Lack of grammatical, spelling, or mechanical errors

No errors: 2 points

1-2 errors: 1 point

More than 2 errors: 0 points

_____ Clarity of expression: Did you clearly communicate what you wanted to say?

No areas of confusion: 2 points

1 area of confusion: 1 point

More than one area of confusion: 0 points

_____ **=Total points for assignment**